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Faculty Senate

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4-27-2020

## Faculty Senate Minutes, April 27, 2020

Utah State University

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## **FACULTY SENATE MINUTES**

April 27, 2020

3:00 – 4:30 pm

Merrill-Cazier Library, Room 154

**Call to Order** - Patrick Belmont

[Approval of Minutes](#) – March 9, 2020

*Minutes approved as distributed.*

### **University Business** - Noelle Cockett, President | Frank Galey, Provost

President Cockett stated that the university has had an amazing year....one that we will never ever forget. She thanked the faculty because they were at the very core of navigating this unusual experience. There have been a lot of disappointments to get through, the biggest one being the loss of commencement. The summer will be much quieter than normal because we are doing all on-line classes for the first seven week and the fourteen-week sessions. For the second seven-week session we hope to be able to do some synchronous classes with the students. Looking at forward to the fall semester and how courses will be delivered. The departments will decide on how they would like to have their courses taught. At that time, the university will still need to implement social distancing even if students attend in person. Dorms will be open and that brings up a whole different set of questions and concerns. The most challenging situations in how to keep students safe and care for each other. A lot of work needs to be done and that is the part that worries the President the most. More decisions need to be made in the future. The Governor has hired Leavitt Partners to advise and assist the eight public institutions develop a plan for fall. USU also has an internal committee working on the same plan. Primary information regarding reopening will come from both Academic Instructional Services and the Provost's office.

The decision was made to administer IDEA surveys to students for the spring semester, but in consultation with faculty senate, it was also decided that this information would not be included in the database. Faculty members will be the only ones to view them. A survey has gone out to faculty and administration is urging faculty members to complete it. Student feedback has already been received. Currently working on graduate student applications. Most are in but still receiving a few. The standards are being relaxed for written transcripts. Departments can waive tests if they would like. Each department needs to review their situation and decide on how they want to move forward. The graduate students' current health insurance provider costs jumped up 25%. Most of the problem with the increase was from dependent coverage. Next year USU will likely drop the dependent coverage. Most universities do not provide the dependent coverage. Departments will be hearing from CIDI to start discussing what the classes might need to look like in the fall semester. Taking an initial survey of classrooms. John Mortensen will be reaching out to each department to begin the discussions.

### **Information**

[EPC Monthly Report](#) – April 2, 2020 - Paul Barr

General Education approved 11 course designations.

Academic Standards had no meeting.

Curriculum Committee approved 113 semester course approval forms as well as seven R401 requests.

## Reports

**Committee on Committees** Annual Report – Rachel Walton for Jan Thornton

*Motion to approve the Committee on Committees Annual Report made by Rachel Walton. Seconded by Benjamin George. Report approved.*

Senate elections are in the process and almost complete. Faculty senators need to be prepared to fill a three-year term. Faculty Senate Executive vacancies will be decided upon during the April 27 meeting.

**Calendar Committee** Annual Report - Renee Galliher

*Motion to approve the Calendar Committee Annual Report made by Scott Hunsaker. Seconded by Becky Blais. Report approved.*

The committee made a recommendation for the 2022-2023 academic calendar. The committee also recommended a proposal for employee holidays in the 2023 calendar year.

**Recruitment & Retention** Annual Report - Heidi Kesler

*Motion to approve the Recruitment and Retention Annual Report made by Becky Blais. Seconded by Vonda Jump Norman. Report approved.*

This year recruitment numbers, and information has been added to the retention report. Last fall was working on a Strategic Enrollment Management plan and USU is on track. In the last six weeks approximately 200 recruiting events have been canceled. Recruitment and retention are adjusting during this difficult time. One of the changes is that all events were moved to a virtual platform. Currently providing two to three events every Wednesday for students and parents. Also been working on initiatives to help students that have been coming back from leave. The scholarship deadline has been extended to June 1. Just started a jump-start for the summer semester. Fall 2020 numbers look healthy but still being cautiously optimistic. President Cockett submitted metrics to USHE and we were able to meet those goals. Tracking students and providing additional information regarding the support that is available. Currently in the process of hiring students that will call their peers who are not yet registered for fall and urge them to register. A lot of the recruitment efforts are statewide, but a new collaborative has been set up for statewide campuses. The best retention method is faculty members who support the students.

## Old Business

**404** – Student Involvement in Faculty Searches (second reading) - David Farrelly

*Motion to move Faculty Code 404 to the President's Executive Council made by Timothy Taylor.*

*Seconded by Scott Hunsaker. Moved to President's Executive Council.*

Involve students in recruiting and hiring of faculty members on campus.

## New Business

Faculty Senate President Elect - Patrick Belmont

By an overwhelming majority Boyd Edwards was nominated and elected as the 2020-2021 Faculty Senate President-Elect. Looking forward to a great year.

## Concluding Remarks, Passing of the Gavel - Patrick Belmont

Faculty has so many important roles to perform at this institution. USU's shared governance is supported by all levels at the institution. It has been a great pleasure to work this year with the faculty. Thank all the faculty for all their contributions. David Farrelly and PRPC has done a phenomenal job moving code changes forward. Michael Lyons also had a challenging year and we owe gratitude for his leadership of AFT. EPC/Gen Ed/Curriculum has provided much needed support and information.

**College Caucus to Elect FSEC members** – Two-year terms are standard. Senators must have served one year in the Senate to be eligible. Colleges needing an FSEC member are:

Caine College of the Arts  
College of Agriculture and Applied Science  
College of Science  
Extension  
Jon M. Huntsman School of Business

Libraries  
S.J. & Jessie E. Quinney College of Natural Resources  
Statewide Campuses

**Adjourn: 4:00 pm**



## **FACULTY SENATE MINUTES**

March 30, 2020

3:00 – 4:30 pm

Merrill-Cazier Library, Room 154

**Call to Order** - Patrick Belmont

[Approval of Minutes](#) – March 9, 2020

*Minutes approved as distributed.*

**University Business** - Noelle Cockett, President | Frank Galey, Provost

Numerous counties in the state are issuing shelter in place orders. Salt Lake County has just gone to a shelter in place directive. President Cockett is working with David Vernon to shut down the Salt Lake City and Taylorsville sites. Neil Abercrombie made a presentation to the Staff and Employee Association where he discussed the legislative salary compensation increase. The legislature is wondering if they should call a special session. They are looking at a \$850M dollar shift of expenses due to COVID19. They are saying, at this point, that it would not be salary compensation. The COVID19 pandemic may create a problem for higher education funding as the money from the state legislature is based on the state's income tax. Moving the income tax deadline from April to July will not allow them to know anything regarding their funds until at least October. This could cause a holdup or slowdown in receiving funds. The easiest thing for them to consider is not authorizing or giving any funds to capital facilities/projects. USU was set to receive \$2M for construction including the Mehdi Haravi Center. The legislature would not cancel these distributions but would instead move them back a year. Another possibility of collecting the \$850M is to use the state's rainy-day funds. They are being very thoughtful and appropriate in how to use this. If the rainy-day funds get depleted, then they hold back money in future years to build it back up. There is a concern regarding USU's enrollment for next fall. The university is promoting online courses for students if they don't feel comfortable coming on to campus this fall. Looking at making some changes to the Legacy Scholarships so that they can be offered for online classes. Currently, the federal government is significantly increasing financial aid.

Pass/Fail. This decision was made to help the students. The pass/fail option would allow the students to work toward the end of the year for a grade but then could use a P/F grade instead. The U of U is offering this across the board. Should USU offer this for spring only? Pass/fail would still count toward their credit for graduation. Some departments may need to opt out for accreditation reasons. Some programs are already looking at this. The Huntsman School of Business and the College of Humanities and Social Sciences are currently working within their colleges with this change. Licensure courses would need to opt out like those for accreditation. The deadline for P/F would be May 19. This incentivizes the student to work through the end of the semester to get the best grade they can get. Currently checking with the Board of Regents to see how this will work with transfer students. The General Education group is already working towards a pass/fail articulation agreement. Concurrent enrollment could be a problem and they are reviewing that at this time. Some faculty are seeing that the COVID19 issue has not hurt students work or grades. The opt out could be based on each unit's need. This is more of a reassurance than anything.

*Motion to support Pass/Fail options with exceptions for departments to opt out made by David Feldon. Second by Corey Christiansen. Support approved.*

IDEA Evaluations – The COVID19 shutdown is a valid reason for a faculty member to extend their tenure consideration. The university needs to look at what needs/should be done with student feedback during this time. What to do with IDEA? One option would be to collect student feedback and then have faculty members review the feedback and decide whether to opt out or not have it included in the

dossier. The upside would be that faculty could look at and review it. Downside is that it has been collected and posted to the national database. Second option would be to set a limit, i.e., anything under 45% would be dumped. Give faculty the opportunity to dump it so that it never goes forward. Code the submissions so that we can look at all of it together. There will be information in the printout showing that this was during the COVID pandemic. The COVID designation will be included on all submissions regardless of what is decided upon. One concern is that once the data is collected to go to the IDEA national database and cannot be deleted. Deans and department heads would still have access to the IDEAS database. A suggestion was made to add more global questions regarding how we are doing at large so that we know how well or not well we did during these extenuating circumstances. Some professional organizations are recommending that we don't collect feedback. Students do have a right to have their voices heard. It could be a problem if we opt out. Most comments have been in favor of moving forward with faculty evaluations.

*Motion to collect data and leave the option to individual faculty members to accept or exclude data and it would not be binding made by Boyd Edwards. Seconded by Becki Lawver.*

*Boyd Edwards withdraw motion in lieu of survey being sent and completed. Seconded by Becki Lawver. Patrick Belmont will work with Provost Galey to develop a survey that would be sent to the faculty.*

### **Information**

[EPC Monthly Report](#) – February 27, 2020 - Paul Barr

Five General Education designations approved.

Academic Standards Subcommittee – no meeting (nothing to report)

268 Course requests approved.

Two R401 abbreviated forms approved.

### **Reports**

[Budget and Faculty Welfare](#) Annual Report - Jennifer Duncan

Met last spring with President Cockett to discuss compensation distribution. Just recently met with the President to discuss the upcoming distribution. The committee made a recommendation for the 2.5% to be allocated with 1% across the board and 1.5% to be given as a merit.

*Motion to approve the Budget and Faculty Welfare Annual Report made by Thomas Lachmar. Seconded by Chris Garff. Budget and Faculty Welfare Annual Report approved.*

[Parking and Transportation](#) & [GHG](#) Annual Report - James Nye

Fees for parking permit will increase. Construction this upcoming year is going to affect a lot of current parking lots. See Appendix E: Summer 2020 Construction Map. Looking at a very aggressive summer schedule that requires rerouting traffic and parking. Also working on Greenhouse Gas Reduction initiatives. Looking at five initiatives. (See report)

*Motion to approve the Parking and Transportation Annual Report made by Thomas Lachmar. Seconded by Chris Garff. Parking and Transportation Annual Report approved.*

### **Old Business**

[407](#) – Major Revisions (second reading) - David Farrelly

No concerns or questions.

*Motion to move Code 407 to the President's Executive Council made by Thomas Lachmar. Seconded by Corey Christiansen. Moved to President's Executive Council.*

[403.3](#) – Professional Responsibility: Standards of Conduct (second reading) - David Farrelly

No concerns or questions.

*Motion to move Code 403 to the President's Executive Council made by Thomas Lachmar. Seconded by Becki Lawver. Moved to President's Executive Council.*

### **New Business**

[404](#) – Student Involvement in Faculty Searches (first reading) - David Farrelly

This is easy on the Logan campus, but the struggle comes with mandating this. It is difficult to get faculty together and students would add another difficult scheduling component. This could cause some

problems at the statewide campuses and with online teaching. Would like to get some feedback before this moves forward. Could it be highly recommended and not required.

*Motion to move Code 404 back to PRPC for second reading made by Joel Ellsworth. Seconded by Dexton Lake. 2 nays. Moved to PRPC.*

Call for Nominations – Faculty Senate President Elect - Patrick Belmont

No nominations came forward, but faculty can contact Patrick Belmont during the week and nominate themselves or someone else.

**Adjourn: 4:30 pm**

## **Report from the Educational Policies Committee April 2, 2020**

The Educational Policies Committee (EPC) met on April 2, 2020. The agenda and minutes of the meeting are posted on the Educational Policies Committee web page ([www.usu.edu/epc](http://www.usu.edu/epc)).

During the April 2, 2020 meeting of the EPC, the following actions were taken:

### **1. General Education Subcommittee**

- Eleven General Education designations were approved:
  - NAS 1010 (BHU)
  - SOC 2370 (BSS)
  - SOC 2850 (BSS)
  - ENVS 3320 (DSS)
  - POLS 4220 (DSS)
  - POLS 4464 (DSS)
  - SOC 3340 (DSS)
  - BIOL 3055 (CI)
  - BIOL 3065 (CI)
  - BIOL 3085 (CI)
  - BIOL 3095 (CI)

### **2. Academic Standards Subcommittee**

- No March meeting to report

### **3. Curriculum Subcommittee**

Approval of 113 course requests.

#### *Program Proposals*

Request from the School of Applied Sciences, Technology and Education in the College of Agriculture and Applied Sciences to create [three emphasis areas within the Outdoor Product Design and Development Program](#).

Request from the Department of Aviation and Technical Education in the College of Agriculture and Applied Sciences to [offer a Bachelor of Science in Aviation Technology](#).

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [create a certificate in Advanced Design, Geospatial, and Visualization Technologies](#).

Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [change the degree name from Masters of Bioregional Planning to Masters of Environmental Planning](#).



Request from the Department of Landscape Architecture and Environmental Planning in the College of Agriculture and Applied Sciences to [change the degree name from PhD in Landscape Architecture to PhD in Landscape Architecture and Environmental Planning](#).

Request from the Department of Languages, Philosophy and Communications Studies in the College of Humanities and Social Sciences to [create a certificate of proficiency in Nonprofit Organizations and Social Entrepreneurship](#).

Request from the Department of Environment and Society in the S.J. & Jessie E. Quinney College of Natural Resources to [offer a certificate of proficiency in Applied Geographic Information Science](#).

4. **Other Business**

Appoint committee chair for 2020-2021 academic year.

Paul Barr will remain the chair for the 2020-2021 academic year.

The Provost will be sending out an email shortly to faculty regarding three topics: 1) pass/fail system; 2) IDEA evaluations and 3) final exam information. The deadline for the students to decide if they want to change their grade to a pass/fail is May 19. Extending to the 19<sup>th</sup> allows the students two weeks to meet with their advisors and discuss what they want to do. USU will keep the grade the student received just in case they ever want to come back and check it. Curriculum committee felt strongly that the pass/fail option should be for undergraduate and graduate students. IDEA – faculty in general felt the most comfortable requesting feedback but they don't want it to be used in an evaluative sense. Faculty will be the only ones receiving the information. No information will go to department heads or deans. Final exams schedule is in the catalog and when we've always done synchronous delivery. Some students don't have the resources to participate in a synchronous manner. Provide recommendations on how we would implement final exams.

**Committee on Committees – 2018-2019 Annual Report**  
**Faculty Senate**  
**Utah State University**

Members: Jan Thornton (chair), Rachel Walton (chair-elect), Danielle Ross

**12.2 Committee on Committees (CoC)**

The responsibility of the Committee on Committees is to:

- (1) apportion Senate elective positions annually;
- (2) coordinate and supervise the election of members to the Senate;
- (3) prepare eligibility slates and supervise nominations and elections within the Senate;
- (4) recommend to the Senate the appointed members of all Senate committees and the members of university committees that include Senate representatives.

The committee conducted business primarily through email with an occasional in-person meeting. No formal meeting minutes were maintained.

The primary duties of the CoC included filling vacant committee assignments as necessary at the end of the school year.

Reapportionment of senators for the 2020/21 academic year was computed in spring 2020. Apportionments remained constant. Total senators = 60.

Senate elections are in process. A total of 18 senators needed to be renewed/re-elected/replaced due to expired terms or unplanned faculty vacancies (e.g., retirement, campus relocation). Eleven alternates needed to be renewed/re-elected/replaced. A total of 9 new senators and 2 alternates have been elected as of April 3, 2020.

The Senate committee service interest survey will be distributed in April. The CoC chair, chair-elect, and the Faculty Senate Executive Secretary will confirm appointments and fill vacancies that reflect the newly revised committee membership numbers. Faculty Senate Executive Committee vacancies will be filled during the April 27<sup>th</sup> meeting.

The Chair of the CoC and chair-elec for 2020-2021 will be designated internally in the newly comprised committee.

**CALENDAR COMMITTEE ANNUAL REPORT  
to Faculty Senate  
April 2020**



**Calendar Committee Members 2019-2020**

Renee Galliher, Office of the Provost – Chair  
Andi McCabe, Office of the Provost  
Brittan Barker, Faculty Senate  
Mykel Beorchia, University Advising  
LuAnn Bladen, Registrar's Office  
Steve Funk, Staff Employee's Association  
Molly Cannon, Faculty Senate  
Jared Fry, Graduate Studies Senator – USUSA  
Konrad Lee, Faculty Senate  
John Mortensen, Academic and Instructional Services  
Cooper Karras, Engineering Senator – USUSA  
Nancy Hanks, Office of the President  
Jared DeLisle, Faculty Senate  
Megan Coster, Office of the Provost – Secretary

**Charge**

The Calendar Committee is charged with the responsibility of reviewing, evaluating, and recommending the University's academic calendar and employee holidays. The committee represents faculty, staff, students (undergraduate and graduate), Student Affairs, Academic and Instructional Services, the Provost's Office, and the President's Office. The actions of this committee are ratified by the Executive Committee after review by the Faculty Senate.

**2019-2020 Actions**

- 1) The committee recommends a 2022-2023 academic calendar proposal for Summer session 2022, Fall Semester 2022, and Spring Semester 2023 (*See Supporting Materials #1 and #1a*)

*Academic Calendar schedules can be found at <http://www.usu.edu/calendar/academic/>.*

- 2) The committee recommends a proposal for employee holidays in the 2023 calendar year. (*See Supporting Materials #2*)

**Status**

This report resulted from deliberations at one meeting of the Calendar Committee held on October 21, 2019. It will be considered by the Faculty Senate Executive Committee on April 13, 2020, and by the Faculty Senate on April 27, 2020.

**Supporting Materials – See Following Pages**

1. Proposed 2022-2023 Academic Calendar
- 1a. Proposed 2022-2023 Academic Calendar Chart
2. Proposed 2023 Holiday Calendar
- 2a. Proposed 2023 Holiday Calendar Chart

# Utah State University

## 2022-2023

### Proposed Academic Calendar

Attachment 1

#### Notes

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 22						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 22						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 22						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 22						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 22						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28	29	30		

December 22						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 23						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 23						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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26	27	28				

March 23						
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26	27	28	29	30	31	

April 23						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 23						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Follows same structure as approved 2021-2022 Academic Calendar.  
Spring break aligns with Mountain West Basketball Tournament in Las Vegas.

Approved by Calendar Committee 10/21/2019

#### Summer 2022

14-Week Session (66 instr. days, 1 test day)

May 9, First Day of Classes

August 12, Last Day of Classes

1st 7-Week Session (33 instr. days, 1 test day)

May 9, First Day of Classes

June 24, Last Day of Classes

2nd 7-Week Session (32 instr. days, 1 test day)

June 27 First Day of Classes

August 12, Last Day of Classes

Summer Holidays

May 30 - Memorial Day

July 4 - Independence Day

July 25 - Pioneer Day (Observed)

#### Fall 2022 (70 instruction days, 5 test days)

August 29, First Day of Classes (Semester & 1st 7-Week Session)

September 5, Labor Day

October 14, Fall Break

October 18, Last Day of 1st 7-Week Session (34 instruction days, 1 test day)

October 19, First Day of 2nd 7-Week Session (34 instruction days, 1 test day)

November 23-25, Thanksgiving Break

December 5-9, No-Test Week

December 9, Last Day of Classes Full Semester & 2nd 7-Week Session

December 12-16, Final Examinations

#### Spring 2023 (70 instruction days, 5 test days)

January 9, First Day of Classes (Semester & 1st 7-Week Session)

January 16, Martin Luther King, Jr. Day

February 20, Presidents' Day

February 28, Last Day of 1st 7-Week Session (34 instruction days, 1 test day)

March 1, First Day of 2nd 7-Week Session (34 instruction days, 1 test day)

March 6-10, Spring Break

April 19-25, No-Test Week

April 25, Last Day of Classes Full Semester & 2nd 7-Week Session

April 26, Interim Day

April 27 - May 3, Final Examinations

May 4-5, Commencement

## Proposed Academic Calendar 2022-2023 (Summer, Fall, Spring)

Summer Semester 2022	
7-week Session #1	May 9 - June 24 (M-F; 33 instr. days, 1 test day)
7-week Session #2	June 27 - August 12 (M-F; 32 instr. days, 1 test day)
14-week Session	May 9 - August 12 (M-F; 66 instr. days, 1 test day)
Summer Session Holidays	May 30 Memorial Day (M); July 4 Independence Day (M); July 25 Pioneer Day observed (M)
Fall Semester 2022 (70 instruction days, 5 test days)	
First Day of Classes	August 29 (M)
First 7-Week Session	August 29 - October 18 (34 instruction days, 1 test day)
Labor Day	September 5 (M)
Fall Break	October 14 (F)
Second 7-Week Session	October 19 - December 9 (34 instruction days, 1 test day)
Thanksgiving Holiday	November 23 - 25 (W - F)
No-Test Week	December 5 - 9 (M - F)
Last Day of Classes	December 9 (F)
Final Examinations	December 12 - 16 (M - F)
Spring Semester 2023 (70 instruction days, 5 test days)	
First Day of Classes	January 9 (M)
First 7-Week Session	January 9 – February 28 (34 instruction days, 1 test day)
Martin Luther King, Jr. Day	January 16 (M)
Presidents' Day	February 20 (M)
Second 7-Week Session	March 1 - April 25 (34 instruction days, 1 test day)
Spring Break	March 6 - 10 (M - F)
No-Test Week	April 19 - 25 (W - T)
Last Day of Classes	April 25 (T)
Interim Day	April 26 (W)
Final Examinations	April 27 - May 3 (R - W)
Commencement	May 4 - 5 (R - F)

# Utah State University

Attachment 2

# 2023

## Proposed Employee Holidays

January						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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February						
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26	27	28				

March						
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April						
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May						
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21	22	23	24	25	26	27
28	29	30	31			

June						
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July						
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23	24	25	26	27	28	29
30	31					

August						
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27	28	29	30	31		

September						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Notes

### 2023 Employee Holidays (12 days)

January 2, New Year's Day (Observed)  
 January 16, Martin Luther King, Jr. Day  
 February 20, Presidents' Day  
 May 29, Memorial Day  
 July 4, Independence Day  
 July 24, Pioneer Day  
 September 4, Labor Day  
 November 23, Thanksgiving Day  
 November 24, Friday Following Thanksgiving  
 December 25, Christmas Day  
 December 26, Holiday Break  
 December 27, Holiday Break

### **2023 Proposed Employee Holidays**

New Year's Day	Monday, January 2 (Observed)
Martin Luther King, Jr. Day	Monday, January 16
Presidents' Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Pioneer Day	Monday, July 24
Labor Day	Monday, September 4
Thanksgiving Day	Thursday, November 23
Friday Following Thanksgiving	Friday, November 24
Christmas Day	Monday, December 25
Holiday Break	Tuesday, December 26
Holiday Break	Wednesday, December 27

Approved by Calendar Committee 10/21/2019

## Fall 2019 Recruitment Review

### USU Marketing Efforts- Fall 2019

- **Emails**- 477.08 K to prospective students. These include weekly recruitment emails, event invitations and reminders to 192,000 students in our prospect pool. (Averaging about 12,000 / day)
- **Texts** – 40,948 to prospective students. These include open house and event invitations and general texts.
- **Phone Calls**- 27,752 phone calls inviting to events. Phone calls to admitted students spring semester.
- **Mailers Sent**- 307,096 direct mails for events, admissions and scholarships.
- **Name Purchases**- 140,000 names purchased by specific demographics- location, major, academic criteria.

### Recruitment Efforts – Fall 2019

#### **Open House Summary**

<b>In-State</b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
Number of OHs	8	9	9	10	9
Total Students	1968	2362	2283	1555	1711
Total Parents/Family	1986	2205	2302	1606	1626
Total Attendance	4081	4537	4585	3161	3337
Scholarships Offered	974	928	1102	1207	1437

<b>Out-of-State</b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
Number of OHs	16	16	17	14	13
Total Students	593	611	527	549	603
Total Parents/Family	687	706	684	652	755
Total Attendance	1280	1320	1211	1169	1358
Scholarships Offered	269	328	324	376	474

- **\*Recruiter or Ambassador High School Visits**- visits to the high schools for admit days, specific classes, student government, games, etc. Often college recruiters will go with Admissions to these visits – 482 visits
- **Ice Cream Run**- visit high schools and drop off new materials, discuss scholarships and bring Aggie Ice Cream- 78 Utah High Schools, 55 Idaho High Schools
- **\*Counselor Conference**- (Logan, Salt Lake and Blanding) 199 Utah High School Counselors in attendance
- **\*Campus Tours**- students get a campus tour, housing tour, advising appointment and aggie ice cream- 2,340 students and parents
- **\*Special Group Tours**- organized groups for tours or specific requests such as the cadaver lab- 1,178 students
- **Football Games**- Hosted students to every home football game- 350 students
- **National and Regional College Fairs** - Salt Lake, Western & Central Montana, Western and Central Wyoming, Denver, Phoenix, Tucson, Mesa, Seattle, Spokane, Portland, Idaho Falls, Las Vegas, Texas, Boise, Blanding, and Oregon.



- **\*True Blue Senior Preview Day** - High School seniors learned about academic programs, admissions/scholarship, housing and campus tours – 410 Student / 634 Total
- **True Blue Student Life Day** – high school students take tour of campus and attend football game - 59 Students, 153 total
- **\*Transfer Days**- Catered to transfer students including tours and advising- 35 students
- **True Blue Leadership Day** - high school student government to learn about leadership opportunities at USU- 264 students
- **\*True Blue Research & Academics Day** – high ability students to learn about research opportunities at USU - 101 students
- **True Blue Diversity Day**- diversity students bussed in to learn about admissions, scholarships and involvement at USU- 302 students

\* Academic College Involvement

### **Upcoming Recruitment Efforts- Spring 2020**

- **Utah Higher Ed Days- January 14 -March 13**

USU along with all other USHE institutions visits every high schools in the state of Utah to present Utah Higher Ed options to high school juniors. Estimate 10,000 juniors in attendance

- **Idaho Higher Ed Days- February 24- March 20**

USU is the only UT institution invited on the Idaho High School Tour. Every ID high school is presented higher ed options to high school juniors.

- **Ambassador Selection**

We will have approximately 800 students apply for the university Ambassador program. Students will go through a rigorous selection process and 25 students will be selected.

- **Local Parent Night/ LatinX Nights- Jan 8 & 9**

Parent nights for parents with students 9-12<sup>th</sup> grade to learn about admissions, scholarships, concurrent enrollment and orientation. Specific presentations in Spanish for LatinX families. Held at the five local high schools.

- **Transfer Open Houses - Snow College- Feb 5, SLCC- Feb 6**

Admissions, Student Affairs and Colleges visit Snow College and Salt Lake Community College to present transfer options, articulation and scholarships to prospective students.

- **True Blue Transfer Day -Feb 21**

Catered to transfer students including tours and advising.

- **True Blue Diversity & First Gen (Price Campus) -Feb 21**

Showcase price campus opportunities for diverse and first generation students

- **Admitted Student Phone Calling Blitz – Feb 22 & 24**

Current Students (Ambassadors, A-Team and College Ambassadors) call all admitted students to congratulate and talk next steps to be an Aggie- approx. 11,000 students to call.

- **Admitted Student Day- March 27**

Admitted students can see what it's like to be an Aggie for a Day. Prospective students are paired with current students in their major, college receptions and "next steps" to become an Aggie. Estimate 1,200 in attendance

- **True Blue Day Juniors- April 3**

USU preview day for high school juniors

- **True Blue Day Juniors (Price)- April 17**

USU preview day for high school juniors

- **USULC – June 8-11 & 15-18**

USU Leadership Conference hosts elected high school student government leaders on campus providing workshops and activities. Estimate 1,200 in attendance, grades 10<sup>th</sup>- 12<sup>th</sup>.

- **LIA Leadership Bootcamp- June 10-13**

Host LIA Leadership on campus to take back to individual LIA groups

- **Campus Tours- Daily at 10 am and 1:45 pm**

Students get a campus tour, housing tour, advising appointment and aggie ice cream

- **Special Group Tours- By request**

Organized groups for tours or specific requests such as the cadaver lab

- **Basketball Games- USU Home Games**

Host students to every home football game- 100 students per game

- **National and Regional College Fairs – Dallas & Houston, TX; Las Vegas, NV; Sacramento, San Francisco, Los Angeles, Ventura, Orange County, Tulare & San Diego, CA**

Faculty Senate Update  
Recruitment Initiatives during Covid-19  
April 6, 2020

Due to travel and event restrictions, Admissions had to cancel more than 200 events, campus tours, high school visits and out-of-state travel in a six-week period. Covid-19 Task Forces were initiated for Logan, Eastern, Blanding and Statewide to help mitigate enrollment decline. Below are some of the efforts initiated to help recruit and yield students for Fall 2020.

**A. Communication**

1. Added a Live Chat feature to admission websites
2. Repurposed "What's Next" Website – [usu.edu/admissions/whatsnext](http://usu.edu/admissions/whatsnext)
  - Added 4 videos to address general information, orientation, parent and housing communication.
  - Added a "Haven't decided" section
3. Updated Admissions Website- information on virtual events, scholarship deadline extension, and residency changes.
4. Mailer with a personal note saying *"Stay well. Hope to have you join the Aggie family!" to 14,000 admits*
5. Social Media & Geotargeting -taking addresses to add a field around students' homes to run ads targeted to them and their parents (messages will be strategic to the populations)
6. Text messages and emails on admission, orientation and registration. Registration hotline open and holds taken off for students that may be returning early from leave.
7. Information sent to those applying for residency for Fall 2020 with instructions that time during Cov-19 restrictions will not count towards residency requirements.
8. Targeted communication to:
  - Incomplete applicants
  - Those students that rejected their admissions offer
  - Exploratory yield campaign with exploratory advisors
  - Legacy students with Alumni
  - High School Counselors

**B. Scholarship Deadline Extended**

1. Academic Scholarship Deadline extended to June 1 for all incoming students.
2. Deadline to accept award will be July 1, 2020
3. Students that applied after the original deadline (Jan 10- FR, Mar 1- TSF) will be considered for academic scholarships. All new applicants will be considered until June 1.
4. Websites have been updated, notification to 14,000 inquiries about the change and personal phone calls to all admits that received new awards.

**C. Return LDS Missionary Efforts**

Many missionaries are returning early for their deferment/LOA. Plans are changing for those leaving as well.

1. Utah State Today and KSL articles posted inviting students to come to USU- in person, online or statewide campuses
2. Orientation Office has sent multiple emails to targeted groups about “plans changing” and available resources.
3. A new usu.edu/missionary website set up for those returning from deferment/LOA.
4. New podcasts made on deferring, returning and changing plans
5. Personalized appointments with orientation staff to help parents/students

**D. Virtual Events and Campus Tours-** <https://www.usu.edu/admissions/virtual-events/>

“What’s Next Wednesdays” Tentative Schedule		May 6	
April 8		10:00 am	Education
12:00 pm	Extended Scholarship Deadline	12:00 pm	Engineering
2:00 pm	Registration	2:00 pm	NR/Art/Science
April 15		May 13	
10:00 am	Degree Works	10:00 am	Health & Wellness
12:00 pm	Parent Session	12:00 pm	Spanish Session
2:00 pm	USU System/Online	2:00 pm	Faculty Panel
April 22		May 20	
10:00 am	Housing/Dining	10:00 am	Campus Rec
12:00 pm	Residency	12:00 pm	Diversity Involvement
2:00 pm	Student Life	2:00 pm	Honors
April 29		Additional Options	
10:00 am	CHaSS	Campus Tour	
12:00 pm	Business	Spanish Session	
2:00 pm	Agriculture	Student Involvement	
Additional	How to accept your scholarship		

\*College specific events are currently being scheduled/finalized.

## Report to Faculty Senate on Institutional Metrics: Student Retention

### Metric 1: One-Year Retention Rate

- Definition: The retention from year one to year two reported by USU to IPEDs for the first-time, full-time, 4-year degree-seeking cohort.
- Benchmark: The rolling average of the previous five-year performance.
- Current Baseline: 71.72% (average of the previous five reported years: 2013-2017).
- Goal: An annual increase to the current baseline of 1%.
- Data Report: The Utah State University Retention/Graduation Report of full-time, first-time, bachelor's degree-seeking cohorts as reported to IPEDs (attached).
- **Outcome: 2018 Cohort – 1-year Retention Rate: 73.5% (+1.78%)**

### 2019 Initiative: Student Outreach Specialists

In addition to the many retention-focused initiatives USU has previously initiated, The Office of Student Retention and Completion hired students (who were recommended by their respective Associate Deans) to contact students in the 2018 cohort who had not yet registered. These Outreach Specialists were trained and given resources to resolve and address student concerns. They also received training on how to properly refer students to financial aid counselors and academic advisors. These Student Outreach Specialists worked throughout the summer of 2019 contacting all in the 2018 cohort who had neither completed a leave of absence nor registered for fall 2019.

### Moving Forward/SEMP

Faculty mentorship is perhaps the greatest tool for both student satisfaction and student success. Students who have made a connection with one faculty show a desire and commitment to overcome the challenges of finances, difficult courses, uncertainty of major selection, and family pressures in order to remain enrolled in school. With this in mind, the Strategic Enrollment Management Plan (SEMP) includes a change to the freshman experience and the introduction of a sophomore surge initiative designed to push students forward into their sophomore year. The components of this plan include:

1. The USU 1010 course logistics have been streamlined to allow for greater focus on content.
2. The curriculum for USU 1010 has been refocused on the core outcomes of understanding and engaging in lifelong learning.
3. The USU 1010 course now includes a faculty mentoring/sophomore surge component. The Office of Student Retention and Completion will act as a “success broker” and provide the faculty with data-informed nudges and suggestions to contact specific students with specific content and recommendations.
4. New USU courses have been designed to improve the freshman transition and to support general education courses. A cadre of one-credit courses have been developed and approved by EPC/Faculty Senate to provide freshman with additional training in collegiate-level success:
  - a. USU 1020 – Habits of Mind: Planning for Collee Success
  - b. USU 1030 – Habits of Mind: Resilience
  - c. USU 1040 – Habits of Mind: Learning for College Success
  - d. USU 1060 – Habits of Mind: Reading for College Success
  - e. USU 1070 – Habits of Mind: Success in STEM

## **Metric 2: One-Year Retention Rate of First-generation Students (FGS)**

- Definition: The retention from year one to year two of the FGS subset of the IPEDS for the first-time, full-time, 4-year degree seeking cohort.
- Benchmark: The rolling average of the previous five-year performance as determined by internal measures (ARGOS).
- Current Baseline: 64% (average of the previous five reported years: 2013-2017)
- Goal: An annual increase to the current baseline of 2% until the FGS subset is equal to or exceeds the overall measure.
- Data Report: Internal USU Report created by the Office of Student Retention and Completion.
- **Outcome: 2018 Cohort/FGS Subset – 1-year Retention Rate: 69.2% (+5.2%)**

## **2018 Cohort Initiative: Aggie First Scholars Program (GOMB Pilot)**

USU joined with the Governor's Office of Management and Budget (GOMB) to utilize the theory of constraints to assess retention. What was found is that our first-generation students (FGS) experience very specific constraints on their ability to persist into the second year. Data indicated that FGS students who are retained to the second year persist toward graduation at very similar rates to all students. However, there is an 8-10% gap in the retention of FGS to the second year. A pilot was created to mitigate the various constraints. This included a comprehensive communication plan beginning once the students were admitted and through the first summer. It also included an expansion of the Aggie First Scholars peer mentoring program. All incoming FGS were invited to participate in this mentoring program which matches FGS continuing students with new FGS freshmen. These mentors and freshmen are invited to attend socials, workshops, and meals together. Most significantly, the mentor provides context and empathy regarding the difficulties of transitioning to college.

The results were highlighted on page 68 of the governor's budget recommendations book: <https://gomb.utah.gov/current-budget/> stating: *"In 2018, administrators at Utah State University developed and implemented the Aggie First Scholars initiative, a targeted and proactive approach to increase the retention rate of first-generation students to that of their peers. The first-to-second semester persistence rate of fully participating students was 99% compared to their first-generation peers' baseline of 90%. And the first-year retention rate of fully participating students was 69% compared to their first-generation peer's baseline of 60%."*

The Aggie First Scholars program continues to be refined. During fall 2019, 21 AFS mentors were given scholarships to assist with spring 2020 tuition and fees. These mentors are volunteers and devote approximately five hours a week to assist their mentees with the adjustment to college.

## **Moving Forward**

The goal of the AFS program for 2020-21 is to continue to expand participation, raise funds for continued scholarship awards for mentors, and to involve faculty in the mentoring experience. We are in the process of securing E & G funds to support a Program Coordinator position to focus 50% of their time on FGS and AFS populations.

**UTAH STATE UNIVERSITY  
RETENTION/GRADUATION REPORT**  
Full-Time, First-Time, Bachelor's Degree-Seeking Cohorts, 2009-2019 Notes 1, 2 & 3

**Table 1. ALL STUDENTS**

Year	Initial Cohort	Retention Rates			Cumulative Graduation and Retention Rates							
		Continued To 2nd Yr.	Continued To 3rd Yr.	Continued To 4th Yr.	Graduated In 4 Yrs.	Continued To 5th Yr.	Graduated In 5 Yrs.	Continued To 6th Yr.	Graduated In 6 Yrs.	Continued To 7th Yr.		
2009 <sup>1</sup>	2,796	72.5%	59.7%	50.8%	25.1%	27.5%	40.8%	10.9%	50.1%	4.7%		
2010 <sup>1</sup>	3,069	72.6%	60.5%	49.9%	24.4%	26.4%	40.2%	10.5%	50.1%	4.2%		
2011 <sup>2</sup>	3,082	72.4%	55.8%	47.5%	21.2%	27.8%	38.6%	11.3%	50.0%	3.9%		
2012 <sup>2</sup>	3,023	67.7%	54.9%	48.7%	24.4%	24.7%	41.0%	8.7%	50.8%	3.2%		
2013 <sup>2</sup>	2,935	72.1%	61.7%	51.4%	30.9%	22.1%	46.6%	7.2%	53.7%	2.8%		
2014 <sup>2</sup>	2,952	71.2%	54.8%	45.3%	22.4%	24.5%	39.7%	7.2%	Most recent Graduation Rate			
2015 <sup>2</sup>	3,582	73.6%	60.2%	49.3%	31.4%	21.4%	Avg. Six-Year Graduation Rate 2010-2013 (last 4 graduating cohorts)					
2016 <sup>2</sup>	3,533	69.1%	54.9%	43.8%								
2017 <sup>2</sup>	3,370	72.6%	58.7%	Most recent Retention Rate								
2018 <sup>2</sup>	3,487	73.5%										
2019 <sup>2</sup>	3,542											

Avg. First-Year Retention Rate  
2015-2018 (last four entering cohorts)

72.2%

Avg. Six-Year Graduation Rate  
2010-2013 (last 4 graduating cohorts)

51.2%

Note 1: 2008-2010 Initial Cohort included all degree-seeking students at Logan Campus and RCDE. Graduation rates calculated for those who completed a bachelor degree.

Note 2: Starting with 2011, Initial Cohort includes only bachelor level degree-seeking students at Logan Campus, RCDE and USU Eastern. Graduation rates calculated for those who completed a bachelor degree.

Note 3: Retention/Graduation rates have been updated as of February 2020.

Graduation and retention rates are calculated from adjusted cohorts. Initial cohorts are adjusted for students who are identified as: 1)deceased or totally disabled; 2)serving in the armed forces; 3)serving with a foreign aid service of the Fed. Govt.; 4)serving on an official church mission.

# Policy 404: Faculty Appointments

## 404.1 APPOINTMENT

An appointment is a contractual agreement between a faculty member and the university. The terms and conditions of the appointment are described in this manual, the faculty member's role statement (policies 405.6.1 and 11.1), and salary notification and benefits forms. As an integral part of the appointment, faculty shall be entitled to the full range of benefits and privileges for which they are eligible.

### 1.1 Policies Respecting Appointments

The university shall take sufficient time to seek, and then to investigate thoroughly, candidates for appointment to assure that only highly qualified personnel are employed, and shall not discriminate against any candidate on the basis of race, color, religion, sex, sexual orientation, national origin, age, veteran status, marital or parental status, or the presence of any sensory, physical or mental disability or handicap.

The university shall hire as faculty members only candidates who are committed to carrying out the mission of the university.

Faculty positions and administrative positions to be filled by faculty members, when external searches are being conducted, shall be advertised in media most likely to reach qualified persons who may have an interest, including those media that will encourage under represented applicants. In addition to candidate-initiated applications, faculty will be invited to submit nominations; and the search and screening committee will be obligated to identify qualified candidates by encouraging nominations and aggressively pursuing promising nominees.

### 1.2 Professional Services

Faculty members shall be employed and their professional services and compensation shall be determined in accordance with the following policies. Professional services are, for example,



teaching, research, extension, library, professional career and technical education, and related and supporting services, and are described in the role statement.

(1) The university has a right to the full-time professional services of each faculty member as described in the role statement to the extent prescribed by his or her appointment.

(2) The appointments of tenured faculty members shall be automatically renewed annually. Notice in writing of intent to dismiss a tenured faculty member shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a tenured faculty member shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(3) The appointments of tenure-eligible faculty members in the probationary period are automatically renewed annually unless they receive notice of non-renewal in accordance with policy 407.7 (in particular, 7.3). Notice in writing of intent to dismiss a tenure-eligible faculty member shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a tenure-eligible faculty member shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(4) Term appointments for faculty members are automatically renewed annually, based on performance or funding, unless the faculty members are given notice of non-renewal in accordance with policy 407.7 (in particular, 7.3). Notice in writing to dismiss a faculty member with a term appointment shall be in accordance with policy 407.2.1(5). Notice to terminate the employment of a faculty member with a term appointment shall be in accordance with policies 406.2.3 and 4.4. Dismissal and termination are defined in policy 407.2.1(5).

(5) Special appointments for faculty members are renewed at the discretion of the academic unit in which the appointment is held. Special appointments may expire without notice of nonrenewal.

(6) Decisions to resign shall be submitted in writing by the faculty member as soon as possible, but not later than three months prior to the effective date of resignation. The notice shall be submitted to the department head or supervisor; that administrator shall advise the appropriate academic dean, chancellor, or vice president for extension and agriculture, or ~~regional~~ statewide campus dean, of the decision. The appropriate academic dean, chancellor, or vice president for extension and agriculture shall advise the provost who, in turn, shall advise the president. A

faculty member's resignation terminates all rights and privileges, such as rank and tenure, which he or she enjoyed as a faculty member.

(7) A faculty member's professional service to the university shall be covered by appointment compensation. This shall not, however, prevent the university from employing faculty members for temporary assignments on supplemental appointments with additional salary covering professional services beyond a standard load. Commitment for such extra service must have the specific approval of the appropriate department head or supervisor, academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ statewide campus dean, and the specific approval of the provost and the president. Supplemental appointments shall not adversely affect the responsibilities described in the role statement under the regular appointment.

(8) An initial role statement and any subsequent revisions to the role statement shall be prepared in accordance with policies 405.6.1 and 11.1.

(9) The merit salary increase of individual faculty members shall be arrived at following an annual appraisal of performance by the appropriate administrators, including the department head or supervisor, academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ statewide campus dean. Consideration shall be given to the quality of the entire range of professional services as defined in the faculty member's role statement.

### 1.3 Minimum Educational Requirements for Tenured and Tenure-Eligible Appointments

The minimum educational requirements for tenured and tenure-eligible faculty can be found in policy 401.3.1 through 401.3.5.

### 1.4 Graduate Degrees from the University

Except under unusual circumstances, it is the policy of the university not to grant graduate degrees to its own faculty members, where the degree satisfies a prerequisite for appointment or advancement in rank. Requests for exceptions must be individually considered and approved by the provost based on appropriate recommendations.

## **404.2 TERM OF APPOINTMENT; DEFINITION OF ACADEMIC YEAR**

In the appointment of faculty members, two types of terms will be used: (1) an appointment on an academic year basis and (2) an appointment on a fiscal year basis.

Academic year appointees receive holidays and sick leave; however, they do not earn annual leave. Faculty on academic year appointments may be absent from campus between terms after they have fulfilled the professional responsibilities of their assignments; they may earn up to three additional months of salary for teaching, research or administrative assignments during the summer that precedes the academic year.

An academic year does not exceed 274 consecutive calendar days commencing in August. Within this framework in any given year the specific dates for the academic year are approved by the Executive Committee.

Fiscal year appointments are made for teaching, research, extension, library, or administrative assignments, or for a combination of such assignments. Fiscal year appointees receive holidays and earn annual and sick leave.

## **404.3 APPOINTMENT PROCEDURES, TENURED OR TENURE-ELIGIBLE FACULTY AND FACULTY WITH TERM APPOINTMENTS**

The department head or supervisor and the search and screening committee are responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

### **3.1**

The faculty of departments and other academic units, in conjunction with the department head or supervisor, shall determine the need for and general parameters of faculty appointments congruent with its mission and role.

## 3.2

The department head or supervisor, shall obtain authorization from the provost, through the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean to establish or fill any appointment on the academic unit's faculty.

## 3.3

The department head or supervisor shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the Library if the search occurs there. In searches for faculty who will reside at campuses other than Logan, the search and screening committee must include faculty representation from the campus where the new faculty member will reside. See policies 401.4.3(4) and 5.3(2) for limitations on appointments of faculty to serve on search and screening committees.

## 3.4

In consultation with the department head or supervisor, and the faculty of the academic unit and, where appropriate, the academic dean, chancellor, vice president for extension and agriculture, or the ~~regional~~ **statewide** campus dean, the search and screening committee shall prepare the job description and advertising in accord with university regulations.

## 3.5

The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and pertinent administrators. Where feasible, at least three candidates shall be identified.

## 3.6

Candidates shall be invited to come to the Logan campus and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent administrators, to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.

The department head or supervisor will establish a mechanism **to encourage the involvement of** ~~and obtain feedback from~~ students **regarding in the evaluation process of any** faculty candidates brought to the **Logan or regional statewide** campuses to interview for a position that includes teaching as part of the role statement. **For practical reasons, County Extension faculty searches are excluded from this requirement. Examples of** student participation in the search and screening procedures ~~could~~ **might include, but are not limited to, the following:** including a student as a non-voting member of the search and screening committee; establishing a student screening committee that acts independently from the faculty screening committee and has dedicated time to interview the candidate; ~~or~~ inviting students to participate in research or teaching seminars or group question and answer sessions with the candidates. **Student participation could also include asynchronous participation (e.g., reviewing recordings of research or teaching presentations).** Instructions for how students should provide feedback will be provided to students when the position is initially advertised and students will be given advance notice when candidates are invited to campus to interview.

### 3.7

When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present its list of acceptable candidates and all supporting information to the department head or supervisor, ranked in order of preference.

### 3.8

The department head or supervisor shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the academic dean and, where appropriate, the chancellor, or vice president for extension and agriculture.

### 3.9

The academic dean and, where appropriate, the chancellor, or vice president for extension and agriculture, shall forward to the provost the academic unit's recommendation together with all pertinent and supportive data from the faculty and the department head or supervisor. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

### 3.10

Tentative offers can be made to a prospective appointee only with the approval of the provost.

## 404.4 APPOINTMENT PROCEDURES; FACULTY WITH SPECIAL APPOINTMENTS

The department head or supervisor is responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

### 4.1 Adjunct and Visiting Ranks and Titles

Before appointing faculty in the adjunct and visiting ranks, the department head or supervisor shall consult with the faculty and then make a recommendation to the academic dean and, where appropriate, the chancellor, vice president for extension and agriculture, or the ~~regional~~ statewide campus dean. In turn, the academic dean and, where appropriate, the chancellor, vice president for extension and agriculture, or the ~~regional~~ statewide campus dean shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

## 4.2 Temporary Ranks and Titles

- (1) The faculty of departments and other academic units, in conjunction with the department head or supervisor shall determine the need for and general parameters of temporary faculty appointments congruent with its mission and role.
- (2) The department head or supervisor shall obtain authorization from the provost through the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean to establish or fill a temporary appointment in an academic unit's faculty.
- (3) The department head or supervisor, together with the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean, shall prepare the job description and advertising in accord with university regulations.
- (4) The department head or supervisor shall consult with the faculty and then make a recommendation to the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean. In turn, the academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean shall make a recommendation to the provost. If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

## 4.3 Emergency Appointments

Emergency appointments to the temporary ranks (policy 401.5) may be approved by the provost after consultation with the appropriate academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean and the appropriate department head or supervisor without following the procedures in policy 404.3.

## 404.5 APPOINTMENT PROCEDURES: FACULTY WITH ADMINISTRATIVE DUTIES IN AN ACADEMIC UNIT

The academic dean, chancellor, vice president for extension and agriculture, or ~~regional~~ **statewide** campus dean and the search and screening committee are responsible to ensure that all

university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

## 5.1 External Search Procedures for Heads of Academic Units

The academic unit will make good faith efforts to acquire the resources to conduct an external search for faculty with administrative duties in the academic unit. Applications from qualified faculty of the university will be considered.

(1) The faculty of academic units, in conjunction with the academic dean, shall determine the need for and general parameters of faculty appointments with administrative duties in an academic unit congruent with its mission.

(2) The academic dean shall obtain authorization from the provost to establish or fill a faculty appointment with departmental administrative duties.

(3) The academic dean shall appoint a search and screening committee of not less than five members. A majority, and, where possible five members, must be appointed from among the faculty of the department or the Library if the search occurs there. See policies 401.4.3(4) and 5.3(2) for limitations on appointments of faculty to serve on search and screening committees.

(4) In consultation with the academic dean and the faculty of the academic unit, the search and screening committee shall prepare the job description and advertising in accordance with university regulations.

(5) The search and screening committee shall screen applicants according to the job description and identify a suitable pool of candidates to be further considered by the faculty and appropriate administrators. Where feasible, at least three candidates shall be identified.

(6) Candidates shall be invited to come to the Logan and, when appropriate, to the campus location where they will reside, at university expense to be interviewed by the academic unit's faculty and pertinent administrators, to give lectures, and/or to participate in departmental seminars and other appropriate campus activities in order that the candidates shall become better known and evaluated, and to assure that they become acquainted with the institution and the locality of their prospective work and domicile.



(7) When the investigation of candidates has been completed, the search and screening committee shall solicit recommendations from faculty and pertinent administrators. Utilizing these recommendations and their own knowledge of the candidates, the search and screening committee members shall present a list of acceptable candidates and all supporting information to the academic dean listed in alphabetical order without any indication of ranking or preference, unless otherwise mutually agreed between the academic dean and the search and screening committee.

(8) The academic dean shall forward a recommendation from the list of acceptable candidates recommended by the search and screening committee, including all supporting information, to the provost.

(9) If the provost is in agreement, the provost, as the president's designee, shall approve the appointment of the candidate.

(10) Tentative offers can be made to a prospective appointee only with the approval of the provost.

(11) The tenure of faculty with administrative duties is held in the appointing academic unit.

## 5.2 Internal Search Procedures for Heads of Academic Units

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

(1) The authorization in policy 404.5.1(2) shall be to establish or fill a faculty appointment with administrative duties in a department or other academic unit from among the department's or other academic unit's faculty.

(2) The job description shall not be advertised, but shall be circulated internally to the academic unit's faculty. The job description will include the requirement that the appointee be tenured in the department or other academic unit. Interested faculty will submit applications to the search and screening committee.

## 5.3 Appointment of Faculty with Assistant or Associate Departmental Administrative Duties in a Department or Other Academic Unit

Assistants or associates to these positions (for example, department heads) are appointments of the administrator in charge, subsequent to consultation with the faculty.

## **404.6 APPOINTMENT PROCEDURES: FACULTY WITH ADMINISTRATIVE DUTIES OUTSIDE AN ACADEMIC UNIT**

The president, or designee, and the search and screening committee are responsible to ensure that all university regulations pertaining to affirmative action and equal opportunity are adhered to throughout the appointment process.

### **6.1 External Search Procedures**

A good faith effort will be made to acquire the resources to conduct an external search for administrators who require faculty status. Applications from qualified faculty of the university will be considered.

(1) When a vacancy occurs the president shall appoint a representative search and screening committee and chair following consultations with the President of the Faculty Senate, administrators, appropriate faculty, and affected staff. The committee shall be structured to represent the interest of the faculty at large in conducting searches for chancellors, vice presidents and for the provost, and to represent an academic unit's faculty when conducting searches for academic deans.

(2) As its first order of business, the search and screening committee shall refine the current description of the position, and if necessary, prepare an appropriate description. The announcement shall be reviewed with the provost and president before its publication. The position announcement shall be published by the university.

(3) Through the steps listed below, the committee shall reduce the list of applicants to three or more acceptable finalists, where feasible, who can be recommended to the president.

(a) The committee shall evaluate all applications using the position announcement as the initial criterion for eliminating unqualified applicants. (b) The committee shall reduce the number of qualified applicants to manageable proportions. (c) Each committee member shall evaluate the remaining applications and should participate in deliberation of their relative merits. Any conclusions the committee may arrive at concerning the relative merits of the finalists should not be withheld from the president.

(4) When the final list of candidates has been reviewed with the president, the names of the finalists will be announced to the university community along with a series of interview dates when the candidates will be able to visit the campus for interaction with concerned faculty and staff.

(5) The president shall evaluate input from the committee, administrators, faculty, and staff in making a selection from the list of final candidates recommended by the committee. The committee shall be informed of the president's selection.

(6) The president shall recommend to the Board of Trustees the appointment of the selected candidate.

(7) In cases where faculty status is to be sought for an individual who functions primarily as an administrator, the faculty in the academic department or academic unit in which the faculty status is sought shall decide whether and at what level to grant such status within the provisions of this policy (policy 405).

(8) Administrative appointments that require faculty status are subject to the approval of the Board of Trustees.

(9) When applicants for administrative appointments that require faculty status seek tenure, any such tenure must be held within an academic department or other academic unit.

## 6.2 Internal Search Procedures

While every effort will be made to conduct external searches for appointments at this level of administration, this policy is included for those occasions when an internal search is considered appropriate.

The procedures for an internal search are identical to the procedures for an external search, with the following differences:

- (1) At the time the president appoints a representative search and screening committee, the president shall communicate the reasons that an internal search is being conducted.
- (2) The position shall be advertised in a manner most likely to reach qualified persons who may have an interest in such a position.